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| FROM | NAME & TITLE | ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR |
| | AGENCY NAME & ADDRESS | LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR |
| | SUBJECT | SITE PLAN REVIEW COMMITTEE MINUTES FOR MAY 26, 2010 |

CITY of
BALTIMORE
MEMO



TO

DATE: May 28, 2010

Mr. Stanford Leach, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Gary Letteron, Anthony Cataldo, Bob Quilter, Melvin Hicks and Martin French for the Department of Planning;
- Kirkland Gabriel, Robert Ferguson and Scott Adams for the Department of Transportation;
- Stanford Leach for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- James Carroll for the Department of Public Works.

Agenda

1. 2100 Liberty Heights Avenue – Parks and People Foundation Headquarters
2. 301 North Eutaw Street – MTA Parking Lot Expansion

2100 Liberty Heights Avenue – Parks and People Foundation Headquarters

Zoning: R-7

Plans Date: 17 May 2010

Block/Lot: 3499/001

Urban Renewal: None

Environmental: Forest Conservation

Historic: Druid Hill Park National Register of Historic Places

Total Site Area: ±8.9 acres (This portion)

Gross Square Footage: ±11,241 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Hugh McCormick, Ziger/Snead;
- Addison Palmer, STV, Inc.;
- Robert Hedden, Synthesis;
- Jackie Carrera, Parks & People;
- Jean DuBose, Parks & People.

Project Summary:

This project will create a new headquarters location for the Parks & People Foundation in a new building, as well as the renovation and use of the historic Superintendent's house for public events. This site is located on a triangular portion of the Druid Hill Park property bounded by Auchentorrolly Terrace, Liberty Heights Avenue, and Reisterstown Road. This portion of the site is controlled by the Department of Parks and Recreation, and will be leased to the Foundation. This is the second review.

Comments & Issues:

- Environmental/Landscaping:
 - The stormwater management (SWM) design is intended to have as minimal of an impact to the surrounding trees as possible. The previous dry swale and retention pond are removed. The committee understands that preliminary approval of the SWM plan has been granted.
 - Trees T-86 and T-87 are large and healthy red oaks, do not remove these trees. Confirm if T-86 is still present. The two trees near the Liberty Heights Avenue driveway entrance are likely Norway Maples, and may be removed. Follow-up with Gary Letteron as needed.
- Parking/Traffic:
 - The driveway width has been reduced from 20' to 18' where possible, and the reinforced turf shoulder has been reduced.
 - Perimeter sidewalks are retained as-is.
 - Parking spaces across from the Superintendent's House have been split into two groups to minimize impact on a nearby tree.
 - The requested stop bar/sign has been added to the Liberty Heights Avenue exit as previously requested.
 - The proposed fire hydrant has been moved to the opposite side of the arrival court to maintain at least 15' separation from parked vehicles, and the location is acceptable to the Fire Department.

- Arrival court turning movements have been approved by the Fire Department, and will suffice for delivery trucks and trash trucks servicing the site.
- Reinforced turf and porous pavers will be used for parking areas and some of the access driveways.
- If a barrier gate is desired to close entry driveways, please indicate their locations.
- Accessibility:
 - Some paths are shown as crushed stone. While the committee generally understood the desire to protect the tree roots in the area by having as shallow of a substrate as possible, this will not satisfy ADA requirements (this is especially critical if Federal funds are used in this project). Coordinate with Dr. Wood on acceptable alternative materials.
 - Include handicapped crosswalk hatchment in parking areas to lead to accessible paths.
 - Consider if the MTA bus stop is adequately linked by an accessible path. Add signage to indicate the best route from the bus stop to the accessible path.
 - Confirm all sidewalks have the appropriate ADA ramp and that they link to appropriate ADA ramps on the opposite sides of the street.
- Other Reviews:
 - Commission on Historic and Architectural Preservation (CHAP) reviewed this project on May 11, 2010. A follow-on reviews is needed, following this SPRC review.
 - The Board of Municipal and Zoning Appeals (BMZA) granted the required conditional use approval for this project, with a requirement of 43 parking spaces to be provided.

Next Steps:

- The plan is approved with comments. Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.
- Continue with required CHAP reviews.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

301 North Eutaw Street – MTA Parking Lot Expansion

Zoning: B-4-2

Plans Date: 21 May 2010

Block/Lot: 0577/026

Urban Renewal: Market Center URP

Environmental: None

Historic: None

Total Site Area: ±0.432 Acres

Gross Square Footage: Not Listed

In addition to Committee Members and Planning staff, in attendance was:

- William Fiorello, MTA; and
- Brian Pietryka

Project Summary:

The MTA is standing up a new division, and will locate that function in this office building. For that reason, additional parking will be helpful to their operations. The existing plaza is under-used, and it would be a more efficient use of space to convert it to a parking lot. Additional space partially underneath the building will also be converted to parking with access from West Saratoga Street. Due to elevation changes, the two new parking lots will not be interconnected.

Comments & Issues:

- Environmental/Landscaping:
 - Please include a landscaping sheet, or include it in the existing and proposed conditions plans if it will not overly clutter them. Contact Gary Letteron in the Office of Sustainability at 410-396-4369 for guidance on replacement species and best locations for the plant materials that will be displaced by this project.
- Parking/Traffic:
 - The first new curb cut from North Eutaw Street will be located approximately 38' south of the existing curb cut, which is too close for a busy street. Four parking spaces are proposed, one of which is handicapped accessible.
 - Consider reorienting the existing parking lot, with a new entrance farther north. This may force the relocation of a street parking ticket machine, at the applicant's cost. In restriping the parking lot, it may be possible to gain a few spaces as well.
 - The additional parking area to the east of the existing parking lot is located on a City-owned parcel (Block 0577, Lot 025), and it is separated from the main lot by Cohen's Court, a gated alley connecting to West Mulberry Street.
 - The second proposed curb cut is from West Saratoga Street, with thirteen parking spaces. This parking lot is partially under the building. Ensure adequate height clearance for Fire Department access.
- Accessibility:
 - Please add the handicapped symbol to the proposed handicapped accessible parking space.

Next Steps:

- Consider an alternate design for the existing parking lot that will separate the curb cuts, and resubmit two complete paper sets of revised plans and one set in .pdf format for a follow-on review. Please ensure drawings submitted are scalable, and are not reductions.

NOTE:

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- **All approved final site plans must be stamped.**